



LIHTC COMPLIANCE VISIT CHECKLIST

DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT

Instructions: Reviewers should place a check mark next to those items that must be available for review. **Items in bold will be collected the day of the review.**

- ☒ All Resident Files and Records (including the files for the last household occupying a currently vacant unit and current resident files)
- ☒ Development File:
 - a. Copy of tax credit application & attachments
 - b. Copy of the recorded Land Use Restrictive Agreement (LURA)
 - c. Copy of initial year IRS form 8609 which was signed by the owner for each building
 - d. Copy of initial year 8609A for each building if it is a mixed income property
- ☒ Utility Allowances for last two years
- ☒ Copies of advertising done for the property (the last 4 months) – Radio, TV, Newspapers/Publications, Billboards, other....
- ☒ Copies of brochures or leaflets available at the property
- ☒ Copy of the resident application
- ☒ Copy of the Lease, lease addendums and property rules
- ☒ Copy of the Resident Selection Criteria
- ☒ Copy of all current fire systems inspection(s)
 - a. Fire Extinguishers
 - b. Sprinkler Systems
 - c. Pull Stations
 - d. Other fire systems installed, if applicable
- ☒ Copies of any governmental inspections since last tax credit inspection
- ☒ Copies of fair housing violations
- ☒ Fair Housing Posters
- ☒ Current waiting list
- ☐ Operating Reserves (projects from 2002 forward, if applicable)
 - a. Operating Reserve Survey
 - b. Bank statement
- ☐ Replacement Reserves (projects 2000 forward)
 - a. Replacement Reserve Survey
 - b. Bank statement
- ☐ Supportive Services Documentation (projects 2000 forward, if applicable)